SILVER FLAG

BPA ORDERING OFFICIAL TRAINING

Purpose

- **Is to provide you, our customer, the information and knowledge to perform as an Ordering Official for your unit's established Blanket Purchase Orders (BPA's)**
- **What is a BPA?**
  - **A simplified acquisition method of filling repetitive needs for supplies or services by establishing "charge accounts" with qualified vendors**
  - **Reduce administrative burden of always writing AF Form 9's.**
- **Types of BPA's**
  - **Centralized - Contracting Office use only**
  - **Decentralized - Most common type, as approved Ordering Officials (customers) dictate how quickly orders are placed**

Establishing a BPA

- **Simple obtain letter from your Unit Commander requesting establishment of a BPA and training of unit Ordering Officials, stating:**
  - **Type of supplies/services required**
  - **Statement of Work**
    - What the contractor is expected to provide
  - **Recommended source(s)**

- **Follow up with funding document**

BPA Price List

- **All BPA's shall have an APPROVED price list**
  - **Must be approved by the Contingency Contracting Officer (CCO)**
- **Each price list will reflect effective and expiration period**

Who Places Calls

- **Only those designated by requesting Unit Commander**
- **Only those trained by the Contracting Office**
- **Formally appointed by CCO in writing**
  - **For a specific command (e.g. CENTCOM, ARCENT)**
  - **For a specific period of time (e.g. deployment cycle)**
  - **To buy specific items (e.g. expendable office supplies)**

Funding Issues

- **AF Form 9 and subsequent funds increase letter(s)**
- **Tracking Funds: Call Register**
- **NOTE: ALWAYS ENSURE FUNDS ARE AVAILABLE PRIOR TO PLACING ANY CALLS!!! NEVER OVER OBLIGATE**
- **Fiscal Year End - funds usually will expire on 30 Sep**
- **Remaining funds (if applicable) will be de-**

Dollar Limitations

- **Ordering Officers dollar limitation per call is $25,000 in a OCONUS deployed environment**
- **All calls over $25,000 must be brought to CCO for signature/procurement**
  - **Price comparison is required for purchase of over $25,000**
  - **Memo for record of this comparison must accompany Call Sheet**
- **Do not split requirements to stay under your dollar limitation, just complete your call sheet and bring it to the contracting officer**

BPA Ordering Process Overview

- A requirement has been identified for supply or services on your BPA
- Verify that funds are available
- Verify that supplies or services are on your Approved Price List (signed by a contracting officer & current)
- Only order supplies or services identified in Price List
- Rotate vendors if there are multiple BPA's
- Complete BPA Call Sheet
- Fax/Hand carry your call sheet to vendor
- Log your call on your BPA Monthly Call Register
- Contractor delivers supplies or services

BPA Ordering Process Overview

- Inspect supplies or services and verify that it matches the BPA call sheet of what was actually ordered
- Receipt of supplies or services on the contractors delivery ticket, ensure it's what you called for!
- Mark off BPA call as closed
- Receive invoice from vendor
- Verify that the invoice(s) is/are accurate and matches those calls placed on call register. If different, notify vendor or CCO immediately
- Remember, if possible, individual placing the call should not sign for receipt of supplies/service … as there may be potential

Monthly Reports to CCO

- **On the first day of each month, you must provide the CCO with the following documents signed by your unit commander:**
  - **Monthly/Yearly Call Register**
  - **Monthly Report**
  - **Monthly Receiving Report**

- **Note: Local contracting offices will determine formats required for each report**

Monthly Reports to CPTS

- **On the first day of each month, you must provide the Finance Office with the following documents:**
  - **Vendor invoices (2 copies)***
  - **Monthly/Yearly Call Register**
  - **Delivery tickets**
  - **Monthly Receiving Report**

- *** Note: Local contracting offices/comptroller will determine formats/procedures**

Invoices/Delivery Tickets

- **Upon complete review of invoice(s), the ordering officer shall certify vendor invoice allowing receipt of payment as follows:**

- ***"I certify that all supplies/services have been received, accepted and that all items for which the vendor request payment are on the Approved Price Lists"***

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Printed Name/Title/Signature/Date

Monthly Review

- **The CCO will conduct a site visit to your office requesting monthly inspections of the BPA records**

- **These inspections are not intended to harass you, rather we must ensure the rights of the government are protected and that you're properly administering your BPA in accordance with these training procedures**

Misuse or Abuse of a BPA

- **Shall result in administrative or judicial action against the violator and possibly cancellation of your BPA**

- **Rules to remember:**
  - **No call shall be placed unless funds are available**
  - **No call shall be placed by an unauthorized person**
  - **No call shall be placed for supplies/services not on the Approved Price List**
  - **No call shall be placed exceeding dollars threshold call limitation ($25,000), unless signed by CCO**
  - **Splitting requirements to stay with in call limitation is prohibited**
  - **Call Registers shall be maintained correctly and forwarded to the CCO monthly**

Standards of Conduct

- Avoid doing or appearing to do anything improper
- Accepting anything of value from a vendor doing business with the U.S. Government (meals, calendars, coffee cups, pens, etc.)
- Making purchases from a vendor in which the ordering officer has a financial interest
- Seeking private employment with a vendor from whom the ordering officer is procuring supplies or service
- Doing anything which might adversely affect the confidence of the public in the integrity of the Government procurement system

TERMINATION

- **Clearance**
  - **Account for all calls and funds**
  - **Clear before departing area of operation**
- **Termination ends appointment**
  - **At the request of the commander**
  - **At the end of the appointment period**
  - **For making unauthorized purchases**
    - **(Item not on BPA, Item not for the BPA Price, Purchase above Limit)**
  - **Unsatisfactory performance or misconduct**
- **Note: Making unauthorized purchases can lead to termination, UCMJ actions, paying for items, etc.**

CCO Assistance

- **Your CCO is here to provide assistance to you concerning any matters relating to BPAs**
- **The whole purpose of giving you a BPA is to help you accomplish your mission … quickly, smartly, and legally**

QUESTION S?

Expeditionary Contracting Squadron

DETACHMENT 1
823 RED HORSE SQUADRON
SILVER FLAG EXERCISE SITE

Behind the Scene Spending the Green